



**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

Schedule No.

C-731

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY** Planning and Code Enforcement

**DIVISION** Zoning Enforcemt

Item No.	Description	Retention
1.	<b>ZONING ENFORCEMENT CASE FILES</b>  Case files on reported zoning violations include violation notices, citations, inspector's notes, correspondence, photographs, and final disposition of violation.	RETAIN IN OFFICE FOR ONE YEAR THEN TRANSFER TO OUTSIDE STORAGE FOR A PERIOD OF SIX YEARS, THEN DESTROY.
2.	<b>GENERAL CORRESPONDENCE</b>  Letters, memos, reports, etc. written in response to inquiries and concerning enforcement cases and issues.	RETAIN IN OFFICE FOR THREE YEARS, THEN DESTROY.

Schedule Approved by  
Records Management Officer

Date

Signature

Schedule Approved by  
Chief Administrative Officer

Date

Signature

Schedule Approved by  
Agency, or Division Representative

Date

Signature

Schedule Approved by  
State Archivist

Date

Signature

1. DEPARTMENT/AGENCY

Planning & Code Enforcement

2. DIVISION

Licensing and Enforcement

3. UNIT

Zoning Enforcement

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Zoning Enforcement Case Files

5. EARLIEST YEAR / LATEST YEAR

1952 TO Present

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Case files on reported zoning violations include violation notices, citations, inspector's notes, correspondence, photographs, and final disposition of the violation.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☒ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☒ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☒ Other (Specify) Boxes

134

Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☒ Other (Specify) Boxes

15

Number

11. FILE IS USED

- ☒ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

6      ☐ Month(s)      ☒ Year(s)  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2664 Riva Road, 3rd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes      ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes      ☒ No

16. AUDIT REQUIREMENTS

- ☒ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☒ Yes Card File      ☐ No

18. RECOMMENDED RETENTION

Retain in office for one year, then transfer to outside storage for 6 years, then destroy.

19. NAME AND TITLE OF PREPARER

Richard Gauch, Zoning Supervisor

20. TELEPHONE NUMBER

(410) 222-7446

21. DATE

May 19, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW  
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION  
SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7775 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Planning & Code Enforcement

2. DIVISION

Licensing and Enforcement

3. UNIT

Zoning Enforcement

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Zoning Enforcement - General Correspondence

5. EARLIEST YEAR / LATEST YEAR

1952 to Present

6. RECORD SERIES DESCRIPTION ( Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Letters, memos, reports, etc. written in response to inquiries and concerning  
zoning enforcement cases and issues.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☒ Other (Specify) various

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☒ Other (Specify) subject

9. VOLUME

- ☒ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

3  
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number

11. FILE IS USED sporadically

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

3

Number

- ☐ Month(s)      ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

2664 Riva Road, 3rd Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☒ Yes System 36      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes \_\_\_\_\_      ☒ No

16. AUDIT REQUIREMENTS

- ☒ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_      ☒ No

18. RECOMMENDED RETENTION

Retain in office for three years, then destroy.

19. NAME AND TITLE OF PREPARER

Richard Gauch, Zoning Supervisor

20. TELEPHONE NUMBER

(410) 222-7446

21. DATE

May 19, 1994